



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
OPERATIONS MANAGER, DAIRY PROGRAMS	39	A	11.325

Under direction of the Executive Director of the Nevada State Dairy Commission, the Operations Manager, Dairy Programs is responsible for planning, organizing and directing the day-to-day statewide operations of the investigative, audit and health inspection programs and administrative functions, and performs duties of the Executive Director in his/her absence or as requested.

Evaluate agency performance in meeting program and operational objectives; evaluate agency processes, funding, and resource allocations; establish timetables, controls, and program performance standards; provide written and oral reports on overall operations to the Executive Director and/or Dairy Commission and make recommendations for improvement.

Supervise professional staff engaged in investigation, audit and health/sanitation inspection of dairy operations and agency administration; develop and communicate work performance standards consistent with principles of effective management; evaluate the performance of subordinate staff; counsel and discipline staff as appropriate; recommend personnel actions and prepare supporting documentation.

Develop and approve agency investigation/audit and health/sanitation inspection schedules; monitor performance to ensure investigations/audits and inspections are documented adequately for the administrative compliance process and performed in a timely manner; ensure compliance with State and federal statutes, regulations, and codes of dairy operations in the State; analyze and develop proposals for changes to State laws and regulations related to dairy operations.

Prepare detailed reports for the purpose of justifying administrative sanctions, penalties and determinations; participate in negotiations regarding the settlement of administrative complaints filed by the Dairy Commission against licensees; evaluate license applications for presentation to the Dairy Commission to ensure State licensing requirements are met.

Represent the Commission at various meetings, conferences and public hearings to present Commission policies, procedures and practices; meet with industry representatives to interpret and discuss Dairy Commission activities; respond to information requests on dairy and Dairy Commission related matters such as marketing, minimum price orders, and State and federal laws and regulations.

Develop and monitor the agency's budget; monitor and approve expenditures within approved limits; initiate work plan adjustments as needed; oversee collection of assessments and delinquent accounts.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in agricultural management, business administration, public administration or a closely related field and four years of experience performing compliance investigation/audits or overseeing inspection programs in the enforcement of State and federal laws, two years of which must have included supervision of subordinate investigative/audit or inspection staff; preparation of detailed investigative and administrative reports, and budget development and oversight; **OR** an equivalent combination of education and experience.

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: current principles and practices of administration including management and supervision, budgeting and fiscal management, and personnel administration; standard compliance investigative and auditing techniques; administrative regulations, policies and procedures related to supervision of subordinate staff and budget development and maintenance; legislative process sufficient to draft legislation.

General knowledge of: federal regulations related to pricing milk; State and federal regulations related to health and safety of dairy farms, plants and interstate shipment of milk. **Ability to:** plan, organize, coordinate, and evaluate the work of subordinate staff in conducting detailed investigations; analyze and evaluate situations, factors and conflicting evidence to reach and present sound conclusions; establish and maintain effective and cooperative working relationships with agency staff, representatives from other agencies, government officials, employers and professionals in the community; organize material, information, workflow and personnel in a systematic way to optimize efficiency; negotiate and exchange ideas, information and opinions with others in order to arrive jointly at decisions, conclusions or solutions. **Skill in:** preparing detailed reports for the purpose of justifying administrative sanctions, penalties and determinations; training, supervising and evaluating the performance of assigned staff; preparing comprehensive management analyses, reports and recommendations; developing, implementing and interpreting a variety of rules, policies and procedures; math computations including addition, subtraction, multiplication, division, ratios and percentages; reading, interpreting and applying complex laws, regulations, guidelines and legal documents; writing grammatically correct, concise and understandable correspondence and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: organizational structure, functions, processes, and applicable regulatory requirements in the Dairy Commission; State administrative regulations, policies and procedures related to supervision of subordinate staff and budget development and maintenance; federal regulations related to pricing milk.

Working knowledge of: State and federal regulations related to health and safety of dairy farms, plants and interstate shipment of milk. **Ability to:** explain procedures and requirements for compliance with agency policy; set priorities to accurately reflect the needs and goals of the Dairy Commission staff operation. **Skill in:** making compliance determinations, enforcing State and federal laws; negotiating and formulating compliance resolutions; developing, implementing and interpreting a variety of rules, policies and procedures applicable to dairy programs; speaking publicly and representing the agency.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.325

ESTABLISHED: 6/1/02R
9/17/02UC